

COPY

**IN THE CIRCUIT COURT FOR THE 22ND JUDICIAL CIRCUIT
MCHENRY COUNTY, ILLINOIS**

**STANDING ORDER FOR CASES ASSIGNED TO
HON. KEVIN G. COSTELLO
(Courtroom 204)**

FILED
MAR 27 2019
KATHERINE M. KEEFER
MCHENRY CTY. CIR. CLK.

PROFESSIONALISM AND CIVILITY

Parties and the attorneys who represent them are reminded to engage in professionalism and civility in the handling of cases which come before the Court. To the extent possible, attorneys should confer with each other on pending matters *prior* to each appearance in open court. Each time a case is called in open court, the Court will endeavor to engage in a meaningful court appearance for parties with a desire to move matters along efficiently and effectively.

PRESENTATION OF MOTION

To the extent possible, pleadings and other matters to be filed with the Clerk of the Circuit Court with regard to a case, should be filed at least seven (7) days prior to the presentation of any such item in open court, so as to afford the Court sufficient opportunity to review the same.

COURTESY COPIES

Any courtesy copy should be accompanied by a cover letter which references the names of the parties, the number of the case, and the date and time of presentation. Copies of such letters shall be provided to all other parties of record along with any served party who has not been found in default, through means which will place the letter in the possession of each at or about the same time the Court receives the same.

DRAFT AGREED ORDERS

Drafted agreed orders may be submitted (a) by an attorney with an appropriate representation in open court on the record, or (b) through correspondence containing an appropriate representation by an attorney of record in the case. To the extent the draft involves a self-represented party, the draft should contain the endorsement of the self-represented party. The Court reserves the right to modify any such draft in whole or in part.

DRAFT ORDERS

Draft orders following proceedings in open court should be submitted contemporaneously in open court, or, as allowed by the Court, (typically within 24 hours), by email to:
proposedorders@22ndcircuit.illinoiscourts.gov.

APPEARANCES IN OPEN COURT BY TELEPHONE

The Court uses CourtCall, LLC ("CourtCall") – a *separate entity* – in Courtroom 204. Courtroom 204 limits the utilization of CourtCall to non-contested matters, status, dates, and the entry of previously submitted, proposed agreed orders, and does not permit the use of CourtCall for argument on contested or briefed motions, hearings, settlement conferences, pre-trial conferences, or trials unless an Order granting leave for same is previously entered. The Court reserves the right to limit or deny participation through CourtCall.

CONTESTED MOTION HEARINGS

Contested motion hearings are set at 9:30 a.m. or 10:00 a.m., depending on the nature of the hearing and the Court's schedule. The moving party shall provide the Court with courtesy copies of all briefs related to the motion no later than seven (7) days prior to the scheduled hearing date.

PRETRIAL CONFERENCES

All matters pending in Courtroom 204 shall be reviewed at the close of F1 discovery for assignment to a mandatory pretrial hearing. The purpose of said hearing will be to narrow issues and discuss settlement. Parties are directed to either have their clients in attendance or available by phone. If the attorneys prefer, the pretrial can be temporarily assigned to Judge Meyer in Courtroom 201 for purposes of completing the pretrial.

Pretrial conferences are set at 11:00 a.m. or 1:30 p.m., depending on the nature of the case and the Court's schedule. The parties shall provide the Court with courtesy copies of their pretrial memorandums no later than seven (7) days prior to the scheduled pretrial date. Attorneys for the litigants shall be present. The parties or person(s) with complete settlement authority shall be present, or at a minimum, available by phone. Attorneys are strongly encouraged to have their clients personally present.

TRIAL CONFERENCES

Trial conferences are set at 11:00 a.m. or 1:30 p.m., depending on the nature of the case and the Court's schedule. At least seven (7) days prior to the scheduled trial conference, the attorneys for the parties shall provide the Court and shall have exchanged copies of the following:

- 1) Statement of the case;
- 2) Witness list;
- 3) Motions in limine;
- 4) Proposed jury instructions; and
- 5) Proposed exhibits list.

Prior to the trial conference, the trial attorneys shall engage in a conference for the purpose of narrowing the issues regarding motions in limine, jury instructions, and exhibits.

QUESTIONS ON SCHEDULING OR SUBMISSIONS TO THE COURT

Questions on scheduling or submissions to the Court may be directed to the Civil Case Manager in the Office of the Trial Court Administrator, at telephone number 815/334-4385.

DATED: 3/13/19



KEVIN G. COSTELLO
Associate Judge